

IMPORTANT – PLEASE READ CAREFULLY

By proceeding to enrol as a student of North East Scotland College, you will enter into a contract with the College and will be bound by the College's Terms & Conditions of Study which are available on notice boards throughout the College, the College website, Blackboard (the College's online student portal), the College's Student Advice Centre or on request.

Please note - Courses are offered subject to: (a) there being sufficient numbers of enrolments: and, (b) the availability of resources. The College reserves its right not to run courses where the number of students is considered insufficient or where resources are unavailable.

JOINT LIABILITY FOR ALL FEES

The Employer and student (as employee) shall be responsible for all fees due to and asked for by the College both jointly and severally. That is to say in the event that said fees are not paid by the employer either in whole or in part, the student shall be fully responsible for payment of said fees.

DATA PROTECTION ACT

The College is registered as a Data Controller under the Data Protection Act 1998. By signing this form you consent, for all relevant purposes connected with your application, studies or any other legitimate reason, to the College (i) using the information provided by you and third parties and to its necessary disclosure to relevant third parties (including but not limited to SFC and SQA); and (ii) accessing your personal data held by relevant third parties (including but not limited to SQA). The College may wish to contact you for marketing purposes.

If you do NOT wish to be contacted for marketing purposes please tick this box (We will be unable to provide you with information about courses that may be of interest if you tick this box).

At no time will your personal information be passed to other organisations for marketing or sales purposes. The Scottish Funding Council (SFC) and the Scottish Government (SG) have responsibility for improving education in Scotland, as well as planning for future provision of further and higher education and the funding of institutions and students. From time to time students may be approached by either SFC or SG, and/or their partners, to take part in research and surveys to help them with this task. Tick this box if you do NOT wish to be contacted in respect of such surveys.

SKILLS DEVELOPMENT SCOTLAND

North East Scotland College would like to share the following information about you with Skills Development Scotland (SDS) should you leave your course at college prior to completion: - Your name, address (incl. Postcode), date of birth, course code and Scottish Candidate Number. This will allow SDS to contact you to offer advice and support should you wish. It will also enable SDS to conduct research and analysis into student destinations.

If you prefer that we did not share this information with SDS please tick this box.

**A) Employer Sponsor Details and Financial Approval
(If course fees are being sponsored by a third party e.g. employer)**

Employer / Sponsor Name:	
Company Registration Number:	
Customer Account Code (college use)	
A/C Payable Contact Name:	
A/C Payable Email Address:	
Address:	
Postcode:	
Telephone Number (Including Code)	
Reports to be sent to Employer/Sponsor?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Purchase Order Number:

Please attach Purchase Order to this application form

PAYMENT TERMS ARE 30 DAYS NETT. ANY ADDITIONAL OR DIFFERENT TERMS PROPOSED BY THE BUYER SHALL NOT BE BINDING.

The organisation named above hereby agrees to pay all fees incurred by the applicant listed under section "Personal Details". On signing this booking form, the company agrees to be credit checked. If the company fails the credit check, all fees must be paid prior to the booking being processed.

Name (PRINT): _____

Designation: _____

Signature: _____

Date: _____

